

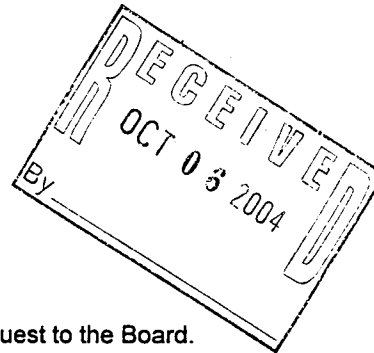
**Base Year Modification Request Certification**

**Part 1: Generation Study - No Extrapolation Diversion Data**

To request a substitution for a previously approved base year used in calculating the diversion rate report year generation study for your jurisdiction, please complete and sign this form and return it to your Office of Local Assistance (OLA) representative at the address below, along with any additional information requested by OLA staff. When all documentation has been received, your OLA representative will work with you to prepare for your appearance before the Board. If you have any questions about this process, please call (916) 341-6199 to be connected to your OLA representative.

Mail completed documents to:

California Integrated Waste Management Board  
Office of Local Assistance  
1001 I Street, (MS-25)  
PO Box 4025  
Sacramento, CA 95812-4025



**General Instructions:**

Please select the **ONE** choice below that best explains your request to the Board.

- ☐ 1. Use a recent generation-based study to calculate our current reporting year generation amount, but not officially change our existing Board-approved base year.
- ☒ 2. Use a recent generation-based study to officially change our existing Board-approved base year to a new base year.

The shaded cells on these sheets are protected. If you have problems using these sheets, please contact your Office of Local Assistance representative by calling (916) 341-6199.

Section I: Jurisdiction Information and Certification			
All respondents must complete this section.			
I certify under penalty of perjury that the information in this document is true and correct to the best of my knowledge, and that I am authorized to make this certification on behalf of:			
Jurisdiction Name <i>City of Los Altos</i>		County <i>Santa Clara</i>	
Authorized Signature <i>[Signature]</i>		Title <i>Assistant Public Works Director</i>	
Type/Print Name of Person Signing <i>James L. Gustafson</i>		Date <i>10/1/04</i>	Phone ( ) Include Area Code <i>650 947 2621</i>
Person Completing This Form (please print or type) <i>James L. Gustafson</i>		Title	
Affiliation:			
Mailing Address	City	State	ZIP Code
<i>1 N. San Antonio Rd</i>	<i>Los Altos</i>	<i>CA</i>	<i>94022</i>
E-Mail Address			

10/1/04

STATE OF CALIFORNIA

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

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**Section I: Jurisdiction Information and Certification**

*All respondents must complete this section.*

I certify under penalty of perjury that the information in this document is true and correct to the best of my knowledge, and that I am authorized to make this certification on behalf of:

Jurisdiction Name <b>Los Altos</b>		County <b>Santa Clara</b>	
Authorized Signature		Title	
Type/Print Name of Person Signing	Date	Phone ( ) Include Area Code (650) 947-2621	
Person Completing This Form (please print or type)		Title	
Affiliation:			
Mailing Address	City	State	ZIP Code
1 N. San Antonio Road	Los Altos	CA	94022-3000
E-Mail Address			

**Section II: Information for New Generation-Based Study for Existing or New Base Year**

**Attach additional sheets if necessary—reference each response to the appropriate cell number (e.g., "4").**

*Note: New base years must be representative of a jurisdiction's disposal and diversion.*

<b>1. Current Board-approved existing base year:</b>	<b>2. Proposed new generation-based study year:</b>
1990	2002
<b>3. Explain how the proposed generation study year is representative of average annual jurisdiction disposal and diversion:</b>	

**4. Enter diversion rate information below.**

<b>Diversion rate calculated using existing base year</b>	<b>a. 33 %</b>	<b>Diversion rate calculated using new generation-based study</b>	<b>b. 51 %</b>
<b>For existing base year pounds/person/day based on generation</b>	<b>6.15</b>	<b>For new generation based study pounds/person/day based on generation</b>	<b>9.06</b>
<b>Residential generation 37 %</b>	<b>Non-Residential generation 63 %</b>	<b>Residential generation 35% %</b>	<b>Non-Residential generation 65% %</b>
<b>Population existing generation-based study 26599</b>		<b>Population new generation-based study 27850</b>	

**5. If there is an increase from 4a to 4b, please explain how the new diversion rate is consistent with your current diversion implementation efforts. If the proposed new generation tonnage results in an increase in your pounds/person/day, please explain how this is consistent with your current diversion implementation efforts and provide any examples (e.g., change in jurisdiction's demographics).**

**6. If the difference between the proposed diversion rates in 4a and 4b is greater than 5 percentage points, please explain the specific reasons for the difference. (For example: new/improved curbside diversion programs.)**

<b>7. Disposal Tonnage (enter values):</b>	8312	14152	22464
	Residential	Non-Residential	Total

Please select the ONE choice below that best explains your disposal data and complete the required tables.

☒ a. All tons claimed are from the Board's Disposal Reporting System (No explanation required. Go to Section 8.)

☐ b. All tons claimed are from a 100 percent audit of hauler and self-haul tonnage. (Please complete Reporting Year Tonnage Request and Modification Certification sheet found at [www.ciwmb.ca.gov/LGCentral/Forms/rytnmdrq.doc](http://www.ciwmb.ca.gov/LGCentral/Forms/rytnmdrq.doc))

☐ c. Some Disposal Reporting System data were corrected. (Please complete Reporting Year Tonnage Modification Request and Certification sheet found at [www.ciwmb.ca.gov/LGCentral/Forms/rytnmdrq.doc](http://www.ciwmb.ca.gov/LGCentral/Forms/rytnmdrq.doc))

8. In the table below, list the summarized diversion activities, and diversion data records that support your claim and are available for Board audit. **Note:** The Board expects the jurisdictions to be able to provide all back-up documentation, if requested. Include type of record and location—for example, weight tickets from transfer stations. This section should capture all diversion tonnage (form will perform all addition calculations). If any diversion is from restricted wastes, agricultural wastes, inert solids [e.g., concrete, asphalt, dirt,] white goods, and scrap metal, please identify those programs/waste types and fill out Section 10. Please mark as Attachment 8 all copies of survey forms.

\*Please provide detailed Non-Residential waste information in Section 9.

**Note:** The Board has indicated that it will be scrutinizing total source reduction amounts greater than 5% of total generation. Please be prepared to provide additional details substantiating your claim.

Diversion Activity	Actual tons	Relative Percent to Total Generation	Specific Material Type(s) (List operation w/multiple materials in one box)	Specific Conversion Factor Used (if any) and Source	Type of Record and Location of Record
Please use the Board's program types. The program type glossary is online at: <a href="http://www.ciwmb.ca.gov/LGCentral/Paris/Codes/Reduce.htm">www.ciwmb.ca.gov/LGCentral/Paris/Codes/Reduce.htm</a>	(A)	(A/Total Generation)			
<b>Residential Source Reduction Activities</b>					
Backyard composting					
Grasscycling		0.0%			
<b>Other Residential Source Reduction (list each program separately)</b>					
Enter program name		0.0%			
Enter program name		0.0%			
Enter program name		0.0%			
Enter program name		0.0%			
Enter program name		0.0%			
<b>Subtotal, Residential Source Reduction</b>	0	0.0%			
<b>Residential Recycling Activities</b>					
Curbside Recycling	4771	10.4%	Glass, cans, plastic, newspaper, mixed paper, cardboard	Actual (997 tons containers; 888.24 tons newspaper; 2734.5 tons mixed paper; 151.22 tons cardboard)	Hauler Records-CIWMB staff files
Buyback Centers					
Drop-off Centers					

Diversion Activity	Actual tons	Relative Percent to Total Generation	Specific Material Type(s) (List operation w/multiple materials in one box)	Specific Conversion Factor Used (if any) and Source	Type of Record and Location of Record
Please use the Board's program types. The program type glossary is online at: <a href="http://www.ciwm.ca.gov/LGCentral/Paris/Codes/Reduce.htm">www.ciwm.ca.gov/LGCentral/Paris/Codes/Reduce.htm</a>	(A)	(A/Total Generation)			
<b>Other Residential Recycling (list each program separately)</b>					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
<b>Subtotal, Residential Recycling</b>	<b>4771</b>	<b>10.4%</b>			
<b>Residential Composting Activities</b>					
<b>Green Waste Drop-off</b>					
<b>Curbside Green Waste</b>	<b>8736</b>	<b>19.0%</b>	Grass, leaves, limbs, shrubs	Actual	Hauler Records-CIWM staff files
<b>Christmas Tree Program</b>					
<b>Other Residential Composting (list each program separately)</b>					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
<b>Subtotal, Residential Composting</b>	<b>8736</b>	<b>19.0%</b>			
<b>Subtotal, Residential Diversion</b>	<b>13507</b>	<b>29.3%</b>			
<b>Non-Residential Source Reduction Activities:</b>					
<b>Non-Residential Waste Audits*</b>			See Section 9	See Section 9	See Section 9
<b>Other Non-Residential Source Reduction (list each program separately)</b>					
<b>City grasscycling</b>	<b>318</b>	<b>0.7%</b>	Grass	14.63 Acres of City property @ 7.6 TPY; 27.2 Acres of schools @ 7.6 TPY - CIWM factor	Public works director
Enter Program name					
Enter program name					
Enter program name					
Enter program name					
<b>Subtotal, Non-Residential Source Reduction</b>	<b>318</b>	<b>0.7%</b>			



Diversion Activity	Actual tons	Relative Percent to Total Generation	Specific Material Type(s) (List operation w/multiple materials in one box)	Specific Conversion Factor Used (if any) and Source	Type of Record and Location of Record
Please use the Board's program types. The program type glossary is online at: <a href="http://www.ciwmf.ca.gov/LGCentral/Panels/CoDes/Reduce.htm">www.ciwmf.ca.gov/LGCentral/Panels/CoDes/Reduce.htm</a>	(A)	(A/Total Generation)			
<b>Recycling</b>					
Non-Residential Waste Audits*	394	0.9%	See Section 9	See Section 9	See Section 9
Other Non-Residential Recycling (list each program separately)					
City program					
	1308	2.8%	460 tons of grass, leaves, limbs shrubs; 52 tons of bottles, cans, plastics; 46.75 tons newspaper; 143.92 tons mixed paper; 604.87 tons of cardboard	Actual	Hauler records-CIWMB staff files
City Debris Box Program	2768	6.0%	Wood, concrete, asphalt	Actual	Hauler records-CIWMB staff files
Enter program name					
Enter program name					
Enter program name					
Subtotal Non-Residential Recycling	4469	9.7%			
<b>Non-Residential Composting Activities</b>					
Non-Residential Waste Audits*	187	0.4%	See Section 9	See Section 9	See Section 9
Other Non-Residential Composting (list each program separately)					
Commercial greenwaste	916	2.0%	Yardwaste, brush, wood	Actual	Landfill records-CIWMB staff files
Enter program name					
Enter program name					
Enter program name					
Subtotal Non-Residential Composting	1103	2.4%			
Subtotal Non-Residential Diversion	5890	12.8%			
Residential/Non-Residential Diversion Activities					
ADC	2001	4.3%	C&D, green material, mixed	Actual	DRS
Sludge					
Scrap Metal					
Construction and Demolition	280	0.6%	Wood, roofing, mixed debris to shredder/compost	Actual	Landfill records-CIWMB staff files
Landfill Salvage	1904	4.1%	Concrete	Actual	Landfill records-CIWMB staff files
Subtotal Residential/Non-Residential Diversion	4186	9.1%			
Total Res/Non-Res Source Reduction Tons	318	0.7%			
Total Diversion Tons	23582	51.2%			
Total Disposal Tons from Sec.7	22484	48.8%			
Total Generation Tons (Div+Dis)	46046				
<b>Diversion Rate</b>					
	51%				

9. Specific Non-Residential Sector Waste Audits--Top 10 Non-Residential Generators

Please complete this table for the top 10 non-residential generators that were surveyed. List each non-residential generator separately from largest to smallest, based on total diversion tons. Audit reference number ties to your audit sheets.

(Table will perform all addition calculations).

Type of Non-Residential Generator	Audit Reference Number	Specific/Major Diversion Activities Include Material Type (e.g., paper recycling, grasscycling). (List activities on one line)	Source Reduction Tons	Recycling Tons	Composting Tons	Total Diversion Tons	Percent of Total Generation (Total Diversion Tons/Total Generation in Section 8)	Survey Method Phone (P) Mail (M) On-site (O) Other ____
Grocery Store	1	Cardboard - 341.17 tons; plastic - 10.53 tons; bone & fat - 42.12 tons; produce - 186.93 tons		394	187	580.75	1.3%	P/corporate records
Totals				393.82	186.93	580.75	1.3%	

Also provide an attachment 9 which includes all of the generators surveyed. Include for each generator (use type of generator in lieu of specific business name) diversion activity and material type and associated tonnage for each diversion activity/material type, and applicable conversion factors/sources. Include copies of survey form(s) used.

Summarize the non-residential diversion activities for the top 10 generators quantification methodology, and applicable conversion factors and sources (e.g., cardboard recycling: quantified by monthly tonnage receipts provided by the contact person at the business).

10. For each restricted waste type (i.e., agricultural waste, inert solids, [e.g. concrete, asphalt, dirt, etc.] scrap metals and white goods [PRC section 41781.2]) and associated program, please provide the following information:

a. If the diversion program started on or after January 1, 1990, complete the following table.

**Note:** program name refers to one specific diversion program for that waste type (e.g., "Diversion conducted by city public waste dept. ").

Restricted Waste Type	Specific Program Name	Year Started	Tonnage
Inert Solids ▼	Diversion program at landfill	1991	1904
Inert Solids ▼	City debris box program	2001	2762
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			

b. If the diversion program started before January 1, 1990 - and if documentation on the program and waste type has not been approved by the Board - on a separate sheet marked "Attachment 10b", provide the documentation that indicates:

- How the diversion was the result of a local action taken by the jurisdiction, which specifically resulted in the diversion (PRC sec. 41781.2 [c] [1]).
- That the amount of that waste type diverted from the jurisdiction in 1990 was less than or equal to the amount of that waste type disposed at a permitted disposal facility by the jurisdiction in any year before 1990. (**Note:** this criterion is applicable to the entire jurisdiction, not to individual programs (PRC sec. 41781.2 [c] [2]). Please include documentation.
- That the jurisdiction is implementing, and will continue to implement, the diversion programs in its source reduction and recycling element.

**Note:** If documentation for a waste type and program has already been approved by the Board, you do not have to provide an attachment 10b for that waste type and program.

Instead please provide date of Board approval of previously submitted information. \_\_\_\_\_ (Date)

If documentation is not available, go to 10d.

c. If the diversion program started before January 1, 1990, and the documentation requested in 10b is available (but not yet approved by the Board), complete the table below for each program claimed:

Restricted Waste Type	Specific Program Name	New Base Year or Reporting Year Diversion Tonnage
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		

d. If the diversion program started before January 1, 1990, and the documentation requested in 10b is not available, please complete the table below for each program claimed. **Note:** Only the difference between the new base year/reporting year and 1990 can be counted in the diversion rate calculation.

Restricted Waste Type	Specific Program Name	New Base Year or Reporting Year Tonnage	1990 Diversion Tonnage	Difference
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				